

MINUTES OF THE BOARD OF DIRECTORS' MEETING  
OF  
THE FRIENDS OF SAUSAL CREEK  
A CALIFORNIA (NONPROFIT PENDING) PUBLIC BENEFIT CORPORATION  
SEPTEMBER 11, 2002

A regular meeting of the Directors was held on September 11, 2002, at 7 p.m. at the Chabot Space and Science Center, Oakland, California for the purpose of transacting all proper business of the corporation.

There were present, representing a quorum of the Board:

NAME	ADDRESS
Sally Kilburg, President	
Linda Morse, Vice President	
Eleanor Dunn, Treasurer (interim)	
Charlotte Bell, Secretary	
Jim Hafner	
Ralph Kanz	
Mark Lane	
Michael Thilgen	

And there were absent:

Anne Hayes  
Kristin Hathaway  
Mark Rauzon  
Monica Stafford

In addition, Kristen Hopper, our Field and Nursery Manager was in attendance.

Sally Kilburg, President, acted as Chairperson, and Charlotte Bell, Secretary, acted as Secretary of the meeting.

The minutes of the meeting of the Board held on August 14, 2002, having been distributed electronically prior to the September meeting, were approved with minor changes pending.

On motion duly made and carried by the affirmative vote of the majority of Directors present at the meeting, the following resolutions were adopted:

IT IS RESOLVED that the Board of Directors authorizes the removal of Anne Hayes and the addition of Sally Kilburg as signatory to the Friends of Sausal Creek Bank Account held at the Community Bank of the Bay.

Discussions were carried out on the following subjects:

Approval of August Board Meeting Minutes:

The minutes of the August 14<sup>th</sup>, 2002 Board meeting were approved pending minor changes.

Resolution for New Signatories on Bank Account:

A resolution to remove Anne Hayes, former president and add Sally Kilburg, current president to the signatory list on the Community Bank of the Bay bank account passed without opposition.

Guidelines for Expenses, Reimbursements:

Charlotte Bell passed out the current revenue and expense sheet, balance sheet, and analysis of net assets (see Exhibit A). It was agreed that the Administration Committee shall meet to discuss financial guidelines that need to be created including a list of the scope of issues and proposed protocols. We discussed possibility of setting up system to red flag a budget category if getting close to being over budget. Other members of the board were encouraged to share their ideas about financial guidelines by e-mailing the Administration Committee (Charlotte, Eleanor, Linda or Sally). Sally informed everyone that Charlotte will soon start to input the financial data directly into QuickBooks and just use the bookkeeper for checks and balances.

It was also decided that the nursery committee will come up with wish list for materials that the nursery needs. The group will then figure out what they can afford to buy and prioritize the remainder of the list.

Sally suggested that we discuss financials at the next board meeting.

Discussion then moved to the Kodak Greenways grant. Charlotte Bell has acquired the Kodak Greenways grant information. There are plenty of people who are interested in working on this grant (for example: Eleanor Dunn and possibly student of Tim Reed), but it was generally felt that we need to renegotiate the grant. Jim Hafner will contact Kodak Greenways to get more information. Charlotte Bell will distribute a copy of this grant to any person interested. It was agreed that a strong policy needed to be implemented that any grant written in the name of FOSC be in the Coordinator's file. And that we should not put money in the bank until this was done. Also, it was mentioned that the board needs to be aware of any grant applied for, Eleanor suggested that the entire grant should be read by the board before submission. It was also suggested that we commit to doing the project before applying for the grant. Jim Hafner could create a model for the ideal way a grant should be applied for and won.

Report Nursery/Field Coordinator Hiring, Welcome, Discussion of Division of Labor

Kristen Hopper, our new field coordinator was in attendance and was introduced. We discussed sharing the FOSC cell phone, letting Kristen have the phone, but Charlotte would still pick up voicemail messages. It was decided that Charlotte and Kristin would be in close communication to ensure that their jobs do not overlap.

Michael Thilgen asked if Kristin should be on the Board of Directors in order to be covered by our insurance. There was a question whether the insurance would cover independent contractors. Sally Kilburg will look at the insurance and let us know.

Creektoberfest- October 12; Planning, Ticket Sales, "Best Friend" Award

Tickets are available for Creektoberfest. Each board member was given 10 tickets to try to sell. Age cut off for child tickets will be 14 years and under. Advanced ticket price will end on October 4. The board needs to get the money from their sales in by October 7 so we can have money to pay for the event.

Sally Kilburg described the event, music, dinner, and drinks. We agreed that we should have some children's activities and Eleanor Dunn agreed to investigate these. The first part of the day will be piped in music. A band that Kristin Hathaway knows will perform for \$240 and all they can drink. Food served until it runs out. There will be an outdoor awards program and possibly dancers. Music will be inside after dark, possibly band that is friends of Monica's husband.

Best Friend Award: There was a discussion of whether the award should go to Dick Spees and/or Martin Matarrese. Linda Morse also suggested having a volunteer best friend. We decided against this largely because we did not feel we could single out any one person. Ralph thought that we should give Spees the award, let Martin Matarrese have the award next year, but let Martin into the event for free. Eleanor felt that Martin is there, helping us and doesn't get much recognition therefore should receive an award. The board voted 5 to 3 to give the award to both Dick Spees and Martin Matarrese. Sally thought that the award could be a nice picture of the creek with wording.

#### Board Development Discussion Continued

Linda Morse presented her ideas for the composition, purpose and possible activities of the Board Development Committee. (See Attachment B- FOSC Board Development Committee- Preliminary Thoughts.) Sally Kilburg mentioned that we should take advantage of cheap or free Board Development classes. It was mentioned that if the organization could fund people to go to the classes then this would encourage participation. Tech Soup and Compass Point are organizations which have these classes. Linda also has draft announcement for newsletter for this committee.

Linda handed out a survey for us to fill out, see attachment C- Are We Doing a Good Job?. She will also e-mail us a copy of this survey. The board will return it in a week.

#### Fund Development Committee Report and Discussion:

Jim Hafner announced that he wanted at least 1 other board member on the Fund Development Committee in addition to Sally, Linda and Charlotte so that the officers are not the only ones doing the operational work for the FOSC. Eleanor Dunn said that if we got a different person to be treasurer she might be interested in joining the Fund Development Committee. Jim Hafner will use the Friends of Parks and Recreation deadline to push for a more complete template for other grants. Sally Kilburg reminded everyone that we all have a duty to recruit for people with fundraising experience.

#### Discussion of methods of Email Circulation for Board

The current board changes have led to many versions of the Board of Directors list. The board decided that it would be best to set up a central listserve on the Sausal creek domain. However,

currently we are having technical difficulties setting one up, so in the interim Charlotte Bell will send a message to everyone with the Board's preferred e-mail addresses.

#### Lower Watershed/Peralta Creek Project, SF Foundation Grant

Charlotte Bell is continuing the work on the Lower Watershed with the funding from the extension of the San Francisco Foundation Grant. The work we agreed to do is outlined in Attachment D, Request for an Extension of the Grant Period. Duties include helping to organize Day of the Dead- Sheelah Weaver has volunteered to help with this. Kristen Hopper knows community groups in the area which we can make contacts with. Jim Hafner and Charlotte Bell want to make a list of organizations in the Fruitvale Area and hold introductory meetings with them to explore what they do. Sally Kilburg mentioned doing work around the question, "Why is the creek cleaner upstream?" We also mentioned getting list of teachers from our database and calling them to tell them of Sue's educational program. We also could get in contact with the person from a Peralta Group that talked to us at one of the meetings who is possibly Sue's friend.

Jim Hafner thought that we should contact the Unity Council and offer our help in their greening effort. Greening proposals may overlap with Kodak Greenways project. It was agreed that the Kodak Greenways project may overlap with this project in some ways.

#### Mike Grayson Memorial

Brun Grayson, Mike's father, wants to have a memorial for his son in a secluded spot in Dimond Canyon. He envisions a tree planted in Mike's memory and a plaque of some sort. Charlotte Bell will check with Martin Matarrese to see if the proposed memorial has to go through the Parks and Recreation Commission. The board liked the idea of having a memorial for Mike and had some ideas as to locations and the memorial.

During this discussion it was noted that we might want to have a representative on the Parks and Recreation Commission, but that it meets on Wednesdays at 4 pm and is hard for people to attend. And, the representatives have to be appointed by Jerry Brown.

There being no further business to come before the meeting, it was adjourned on motion duly made and carried.

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Charlotte A. Bell, Secretary